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DTR-0708

2 May 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

25X1A8a 1. Office Personnel Hold Training Session 25X1A6a

Twenty-one administrative assistants (all women) from the

25X1A8a [REDACTED], plus a small contingent from

25X1A8a [REDACTED], held a "retreat" at [REDACTED] from 21-24 April. 25X1A6a

They were given a two-day course in supervision by an OTR instructor

and the final day of the session was devoted to internal [REDACTED] business. 25X1A8a

This was the first time that this particular type of conference has been

25X1A6a hosted by [REDACTED] [REDACTED] was pleased to have the opportunity to use 25X1A8a

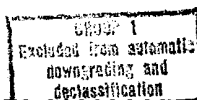
a training site away from the metropolitan area; the participants were also enthusiastic.

2. Overseas Trips "On" for Industrial College of the Armed Forces

After temporary indecision because of BALPA personnel cuts, the Industrial College of the Armed Forces now has the green light for its students to take overseas orientation trips. The Support

25X1A9a Directorate student, [REDACTED] plans to visit four countries in Western Europe starting about 5 May.

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3. Chiefs of Station Seminar

The latest running of this course concluded on 19 April and had 15 students representing three Area Divisions and TSD. Among the several outstanding presentations were those given by Chief of

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Support/WH, [REDACTED], Office of Medical

Services. The group spent some time [REDACTED] where they viewed

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fine displays given by the Offices of Communications and Security.

4. Training Film on Tradecraft

We are working on a training film which will depict a round table discussion on tradecraft as practiced by the opposition. The agenda outline is being checked by a knowledgeable defector. Actual film-

ing is scheduled for the last week in May [REDACTED]. It is in-

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tended that the 45-minute film will be used in the Operations Course

at [REDACTED].

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5. Other Training Topics in Brief

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[REDACTED], Deputy Director of Personnel, will attend the Department of Defense Computer Institute's Senior Executive Course

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starting 20 May. . . . [REDACTED], Executive Officer, Office of

Medical Services, is the only Agency nominee for the Civil Service

Commission's PPB course which began at the University of Virginia

on 26 April. . . . NSA is designing a three-week course to be called

the National Security Communications Course and has invited Agency

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enrollments. Agency participation appears to be a certainty with Commo, DDS&T, and Security having shown positive interest. . . . The computerized Agency Training Record with input through 30 March 1968 has been distributed to all senior and component training officers. Training courses taken by all employees during the past seven years are included in this computer printout.

8. Non-Agency Briefings

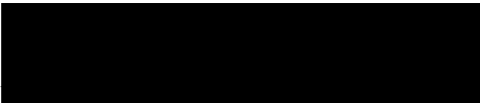
During this reporting period, the following non-Agency briefings were given:

At AID's training facilities in Washington, 11 AID officers on the missions and functions of the Agency.

At the Foreign Service Institute to 18 students, "Communism and Other Forms of Extremism" and "Impact and Implications of Sino-Soviet Conflict."

At the Defense Intelligence School to 18 members of the Advanced Intelligence Course, "Status of the Communist Movement Today."

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John Richardson
Director of Training

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